

Job to Position Relationship - Create

P003

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
08/03/04	Sherrie Ilg	Added 1 step (Choose Relationship Type)
12/27	Farrell	Script standards
1/20/2007	Kelly Welsh	Edits

Purpose

Use this procedure to establish the relationship between a Job and a Position.

Trigger

Perform this procedure when a Job needs to describe a position.

Prerequisites

- The job must exist.
- The position must exist.

Menu Path

Human Resources → Organizational Management → Expert Mode → Job

Transaction Code

PO03

Helpful Hints

The centralized Organizational Management role will perform this procedure to relate a job to a position.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Title: Job to Position Relationship - Create
Processes : Plan the Organization
Sub-Processes : Plan the Org: Job Formation

HRMS Training Documents

State of Washington HRMS

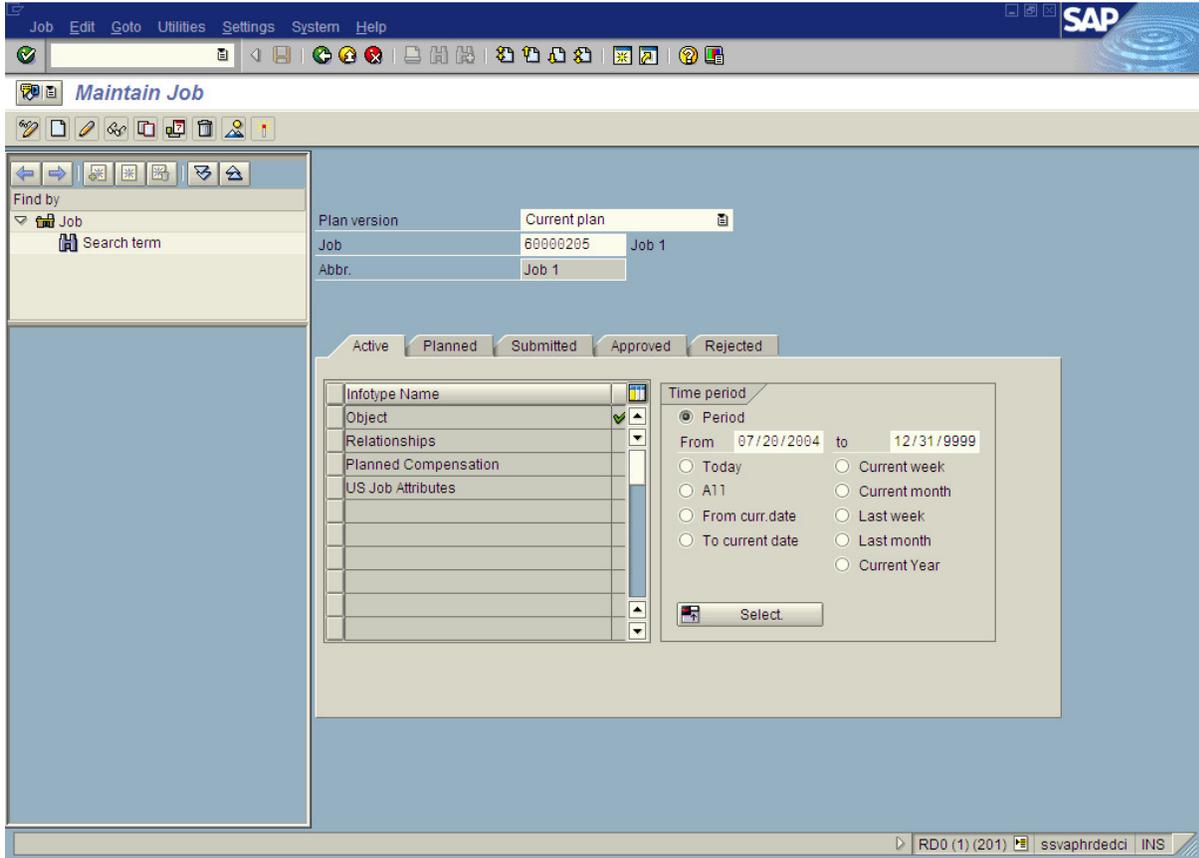
File name: JOB_POSITION_RELATIONSHIP.D
Version: Testing Team Draft Script
Last Modified: 1/26/2007 12:06:00 PM
OC
Reference Number: 2

SAP Parent
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Procedure

1. You have started the transaction using the menu path or transaction code **PO03**.

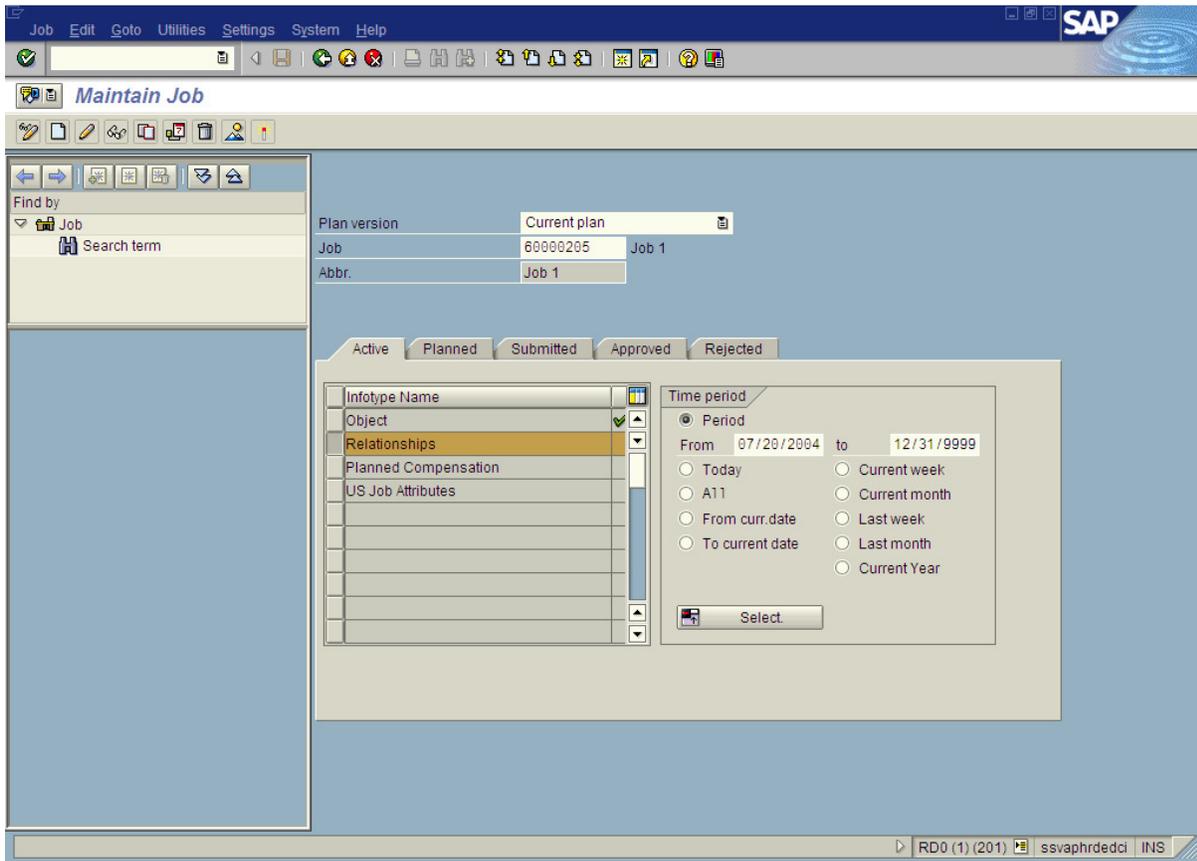
Maintain Job



2. As required, complete/review the following fields.

Field Name	R/O/C	Description
Job	R	This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational plan. Example: Job 1

Maintain Job



3. Click **Relationships** .
4. Click  (Create) to create a new record.

Create Relationships

5. As required, complete/review the following fields:

Field Name	R/O/C	Description
Type of related object.	R	It defines if the related object is an organizational unit, a job, or a position. Example: Position
ID of related object.	R	This is the system-assigned number of an organizational object to which the original object is related. Example: Assembly Worker
Relationship type / relationship	R	This describes how two objects are linked together, such as a reporting relationship. Example: A 007 Describes

6. Click  (Enter) to validate information.

7. Click  (Save) to save entries.



The system displays the message, "Record created."

8. You have completed this task.

Result

You have created the relationship between a Job and a Position

Comments

None.